



# "MEET THE CPOC"

April 2006 1

**“MEET THE  
CPOC”**

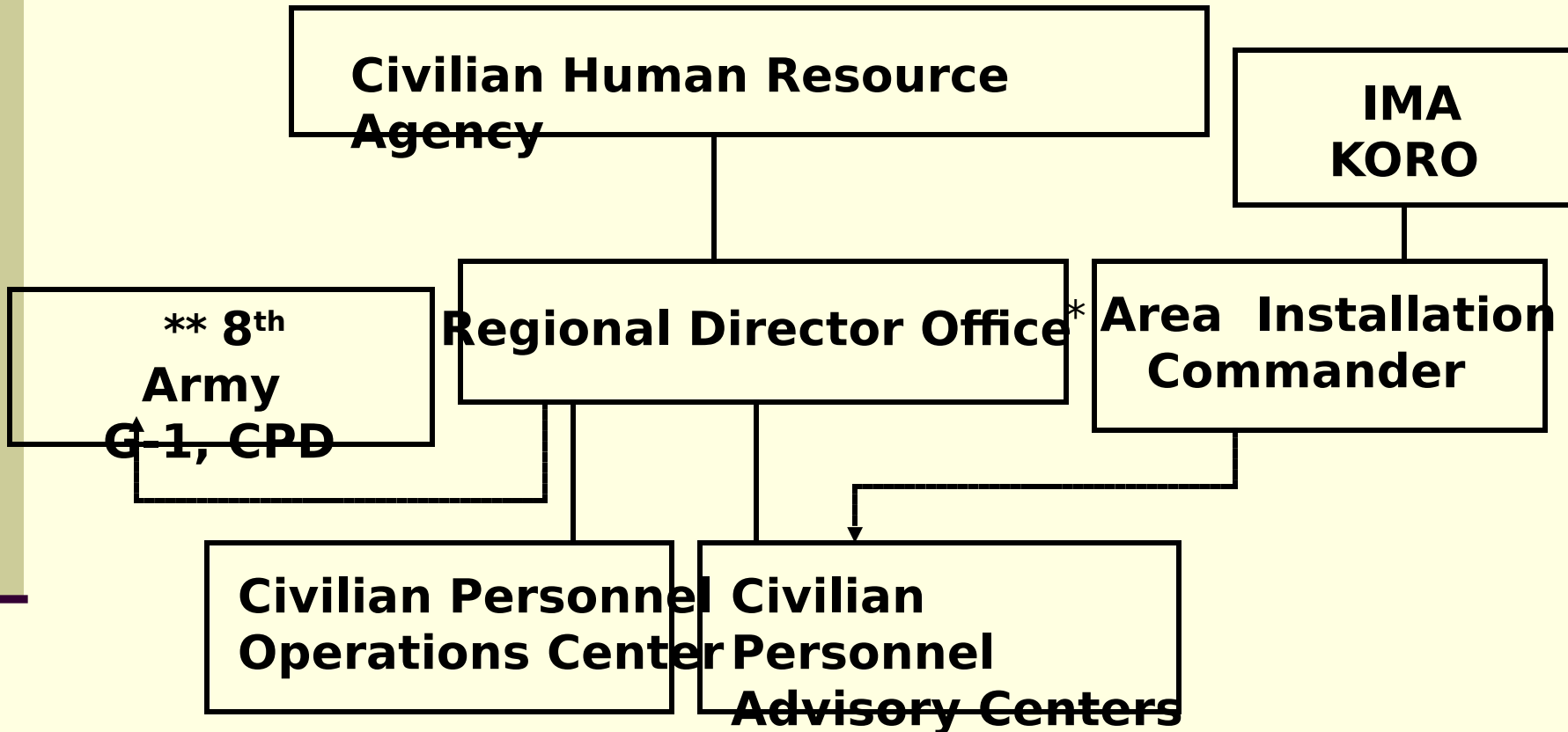
# **WELCOME AND OPENING REMARKS**

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**BLANCHE D. ROBINSON  
DIRECTOR**

# “MEET THE CPOC”

# HR CONFIGURATION AND LINES OF AUTHORITY

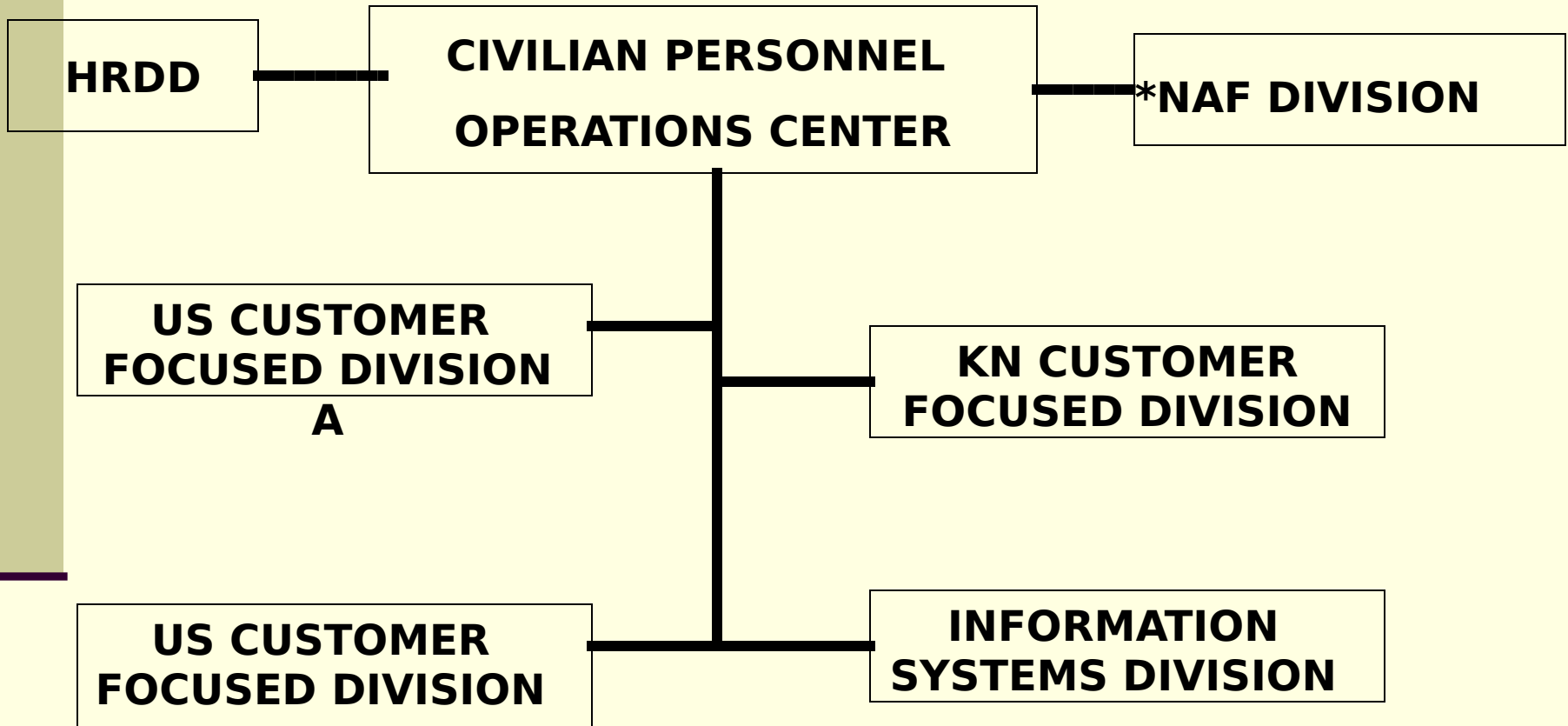


\* Installation Commanders have day-to-day, operational control over the CPACs. The Installation Commander is the rater of the CPAC Chief and the RDO is the senior rater.

\*\* Proponent of the EN program also provides guidance and policy oversight for employees across the peninsula i.e., LQA, merit promotion regulation, and pay setting regulation.

## **"MEET THE CPOC"**

# **CPOC STRUCTURE**



**\* Dual-hatted as operations and staff**

**“MEET THE CPOC”**

# **US STAFFING PROPONENT**

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**KIMBERLY ALFORD  
CHIEF, CFD A**

## **WHAT IS RESUMIX?**

The Department of Army (DA) mandated the use of RESUMIX. This automated ranking and referral system is designed to streamline the candidate ranking and referral process and reduce the time it takes to fill vacancies at installations serviced by Civilian Personnel Operations Centers (CPOC) throughout Army.

- A new way of defining rating and ranking criteria being used
- Referral lists are received in less time
- Only Best Qualified (BQ) candidates are referred
- Referral lists are transmitted electronically

## **ABBREVIATED RESUMIX**

**PROCEDURES**  
Manager/Selecting Official Responsibilities: \_

- Update or develop the position description (PD)
- Discuss recruitment strategies with HR community
- Determine area of consideration (AOC)
- Initiate request for personnel action (RPA)
- Complete gatekeeper checklist
- Participate in the development/ refinement of skills

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## **ABBREVIATED RESUMIX PROCEDURES**

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- Schedule and conduct interviews  
**cont'd**
- Make timely selections/alternate selection  
(s)
- Forward annotated referral list



## **ABBREVIATED RESUMIX PROCEDURES**

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Civilian Personnel Operations Center (CPOC)  
Responsibilities:

- Review RPA and gatekeeper
- Perform job analysis
- Develop vacancy announcements
- Provide skills search criteria to managers

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# **ABBREVIATED RESUMIX PROCEDURES**

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- Apply skills criteria
- cont'd**
- Review candidate eligibility/qualifications
- Issue referral list
- Verify selected candidate's eligibility and/or qualifications
- Finalize the recruitment action, up-date RESUMIX, and close out the case file

## **RESUMIX SKILLS**

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### **● Required**

#### **Skills** ■ Job-related

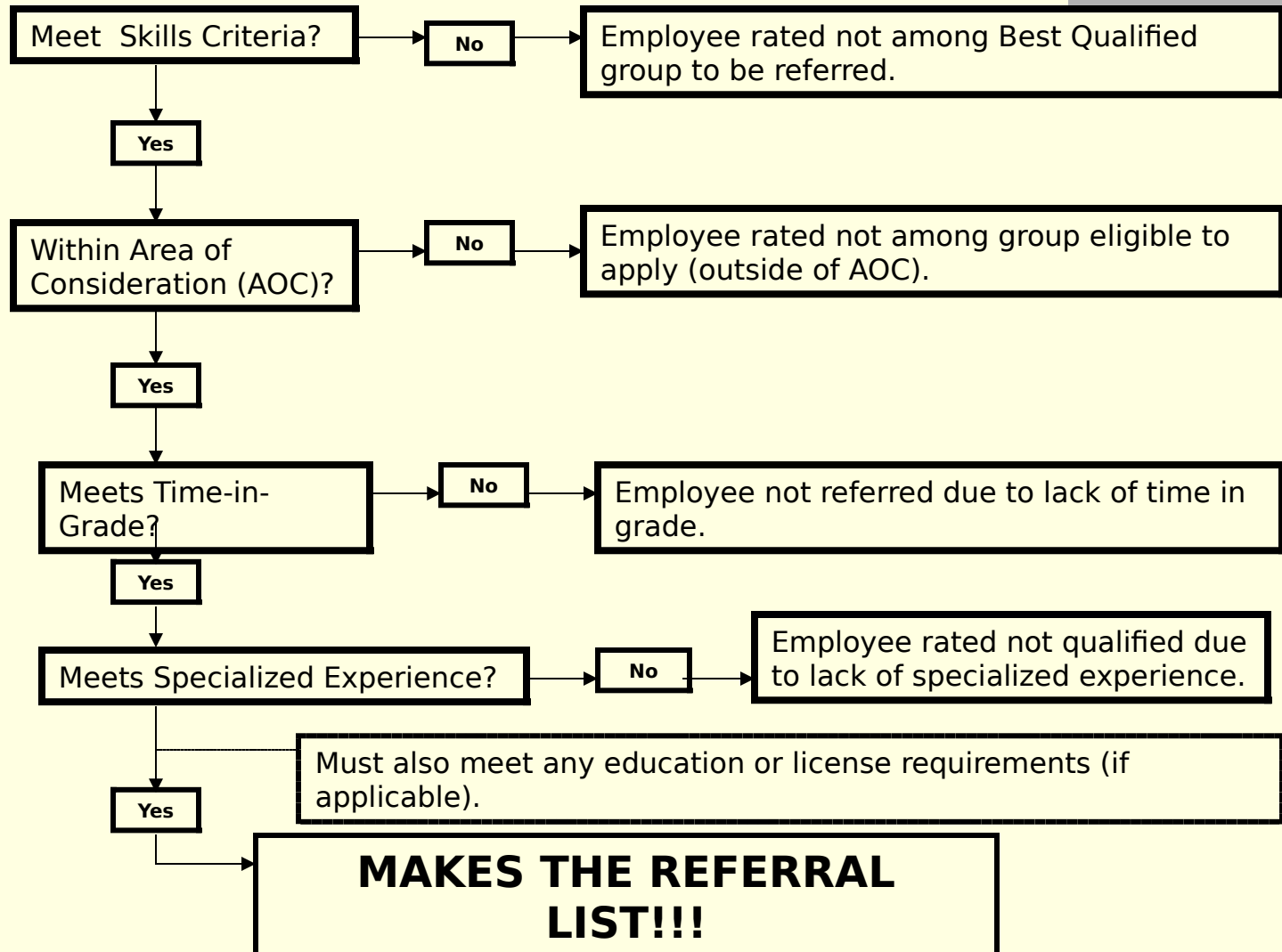
■ Applicants must possess/bring to the job to successfully perform the duties

### **● Desired Skills**

#### ■ Job-related

■ Desirable but not mandatory for successful performance (i.e., can be learned on the job)

# APPLICANT ELIGIBILITY CRITERIA



## **RECRUITMENT STRATEGIES**

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- Tour of duty/work schedule
- Area of consideration
- Re-engineer job/developmental jobs
- Recruitment bonus
- Advance recruitment

## **QUALITY OF APPLICANTS**

- Qualifications
- Insufficient number of applicants
- Large number of applicants

# **RECRUITMENT ASSISTANCE ENHANCEMENTS**

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Recently implemented

- Five point contact w/selecting officials
- Use of Delegated Examining Unit (DEU) for hard to fill positions
- Monthly “Resumix for Managers” briefing
- QC referral process

# **ENTITLEMENTS**

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## **AGENDA**

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- LQA and local hires
- Tour extensions
- Renewal Agreement Travel (RAT)
- Priority Placement Program (PPP)
- Reemployment rights
- Other entitlements

## **LQA & LOCAL HIRES**

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- References – DSSR 031-12 and DOD1400.25-M, SUBC 1250
- World wide/Korea wide recruiting
- Eligible employees
- Ineligible employees

## **TOUR EXTENSIONS**

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- Policy AR 690-300 and EUSA Reg 690-3
- Issued to management 6-8 months prior to rotation date/DÉROS
- Extension beyond 5 years
- Non-extension

# **RENEWAL AGREEMENT TRAVEL (RAT)**

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- Reference: JTR Volume 2, Chap 5500 Part K
- Eligibility
- Delay of RAT

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# **PRIORITY PLACEMENT PROGRAM (PPP)**

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- Eligibility
- Area of referral
- Tour extensions after acceptance of offers
- Employee report date
- Performance rating requirements

## **REEMPLOYMENT RIGHTS**

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- Eligible employees
- Statutory right to reemployment – Title 10 USC,  
AR 690-300 chapter 352
- Forfeiture of rights

## **OTHER ENTITLEMENTS**

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- Reference: DSSR
- SMA (Separate Maintenance Allowance)
- Post allowance
- Post differential

# **MANAGEMENT TOOLS**

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**EARTHA HENRY**  
**BRANCH CHIEF, CFD<sup>24</sup>**  
**B**



## **AGENDA**

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### **● Army Portal**

- Organization structure
- Notes on the RPA
- RPA Tracker
- Gatekeeper Checklist
  - Specific Recruitment Source

### **● Web-Based Referral Selection Process**

# "MEET THE CPOC"

## ARMY PORTAL TOOLS

Address: [https://cpol.army.mil/cpolmain/application;JSESSIONID\\_cpolmain=CVRKvFL6C6sWtGQNHFCyd14L2sYRZRTm37wWm5Fd9DsVDJpfDdd1228003292?origin=hnav\\_bar.jspi](https://cpol.army.mil/cpolmain/application;JSESSIONID_cpolmain=CVRKvFL6C6sWtGQNHFCyd14L2sYRZRTm37wWm5Fd9DsVDJpfDdd1228003292?origin=hnav_bar.jspi) Go Links

U.S. ARMY CIVILIAN PERSONNEL ONLINE

HOME EMPLOYEE MANAGER HR SPECIALIST

CPOL > Manager Info Library Help Contact Edit Account Info jodi.chester

**Employee Data** Open

**Conveniently view employee information from one location.**

- Obtain information for yourself or for your employees with just one click.
- View Appraisal, Benefits, Awards, and Training information.
- Access Pay Data, Org Structure, Ticket History, NPA/RPA History and Position information.

**Org Structure** Open

**View all positions within an Organization.**

- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

**Helpdesk** Open

**Enter, Track, and Work tickets from here!**

- Enter a new ticket for any Pay related problem.
- Work problem tickets and close out resolved issues.
- View all open and closed tickets for Pay Problems, Quality Control, and Suspense.

**Inbox Statistics** Open

**Monitor all active RPAs from one application.**

- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

**RPA Tracker** Open

**Track the progress of all RPAs in one location.**

- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.

**Citrix Links.** Open

**Citrix Links.**

- Please click Open to access your citrix links. It may take a few seconds to open the portlet, please be patient while your links are being loaded.

**Automation Tools**

**Links.**

- ART Gatekeeper
- Central CSU 11i - Web Enabled
- Defense Civilian Personnel Data System (DCPDS)
- DCPDS Desk Guide
- Fully Automated System for Classification (FASCLASS)
- Integrated Definition/Model Task Listings (IDEF)
- SF50 History
- Strategic Recruitment

Trusted sites

## **ARMY PORTAL TOOLS**

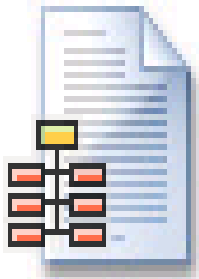


**Org Structure**

**Open**



**View all positions within an Organization.**



- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

## ORGANIZATION STRUCTURE

CPOL Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Address [ny.mil/cpolmain/application?on...p&event=bea.portal.frame...](http://ny.mil/cpolmain/application?on...p&event=bea.portal.frame...) Go Links

**Link to FASCLASS**

**This provides position Information**

**Allows you to view Appointments & Benefits, etc.**

CPG	PP-SERI-GR	Position Title	Employee Name	UIC	RPA
<a href="#">EXT01.549592</a>	-0003-	<a href="#">Area III, Civilian Personnel Advisory Center</a>	<a href="#">AREA-III-CPAC</a>	W6D803	N
<a href="#">9U352.629144</a>	GS-0201-12	<a href="#">HUMAN RESOURCES SPECIALIST</a>	Vacant	W6D803	Y
<a href="#">9U352.672454</a>	GS-0201-12	<a href="#">HUMAN RESOURCES SPECIALIST</a>	<a href="#">BARBER ADRIENNE M</a>	W6D803	N
<a href="#">9U352.729789</a>	GS-0201-12	<a href="#">HUMAN RESOURCES SPECIALIST</a>	Vacant	W6D803	Y
<a href="#">RA550.103715</a>	GS-0201-13	<a href="#">HUMAN RESOURCES OFFICER</a>	Vacant	W6D803	N
<a href="#">RA550.530399</a>	GS-0201-13	<a href="#">HUMAN RESOURCES OFFICER</a>	<a href="#">CHEEKLIVINGSTON DEBRA A</a>	W6D803	N
<a href="#">L0539.114604</a>	IG-0201-07	<a href="#">HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS)</a>	Vacant	W6D803	N
<a href="#">L1079.105012</a>	IG-0201-09	<a href="#">HUMAN RESOURCES SPECIALIST</a>	Vacant	W6D803	Y
<a href="#">5S314.758911</a>	IG-0201-09	<a href="#">HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS)</a>	<a href="#">KIM CHONG CHUNG</a>	W6D803	N
<a href="#">5VD44.108996</a>	IG-0201-11	<a href="#">HUMAN RESOURCES SPECIALIST</a>	<a href="#">SON SON</a>	W6D803	N
<a href="#">L1096.114622</a>	IG-0201-11	<a href="#">HUMAN RESOURCES SPECIALIST</a>	<a href="#">KANG SUNG WON</a>	W6D803	N
<a href="#">5VD44.592736</a>	IG-0201-11	<a href="#">HUMAN RESOURCES SPECIALIST</a>	<a href="#">KANG PONG YE</a>	W6D803	N
<a href="#">5VD44.655527</a>	IG-0201-11	<a href="#">HUMAN RESOURCES SPECIALIST</a>	<a href="#">HONG CHAE SIK</a>	W6D803	N

Trusted sites

## RPA NOTES

RPA Tracker - Microsoft Internet Explorer provided by Korea Region CPOC

RPA Information	
RPA Number	04JUL1FDW6BKAA061664
Action Requested	RECRUIT_FILL
PP-Seri-Gr	GS-0801-15
Effective Date	---
Proposed Effective Date	---
Name	---
Nature of Action	---
CPAC Location	(FD) EIGHTH US ARMY SEOUL (AREA II)
Command Code	BA
Request ID	2364913
Position ID	<a href="#">509130</a>
Unique Number	061664
GK	N

Add a New Note:

**PLACE NOTE HERE**

**Specialist will respond to your inquiry**

Add Note

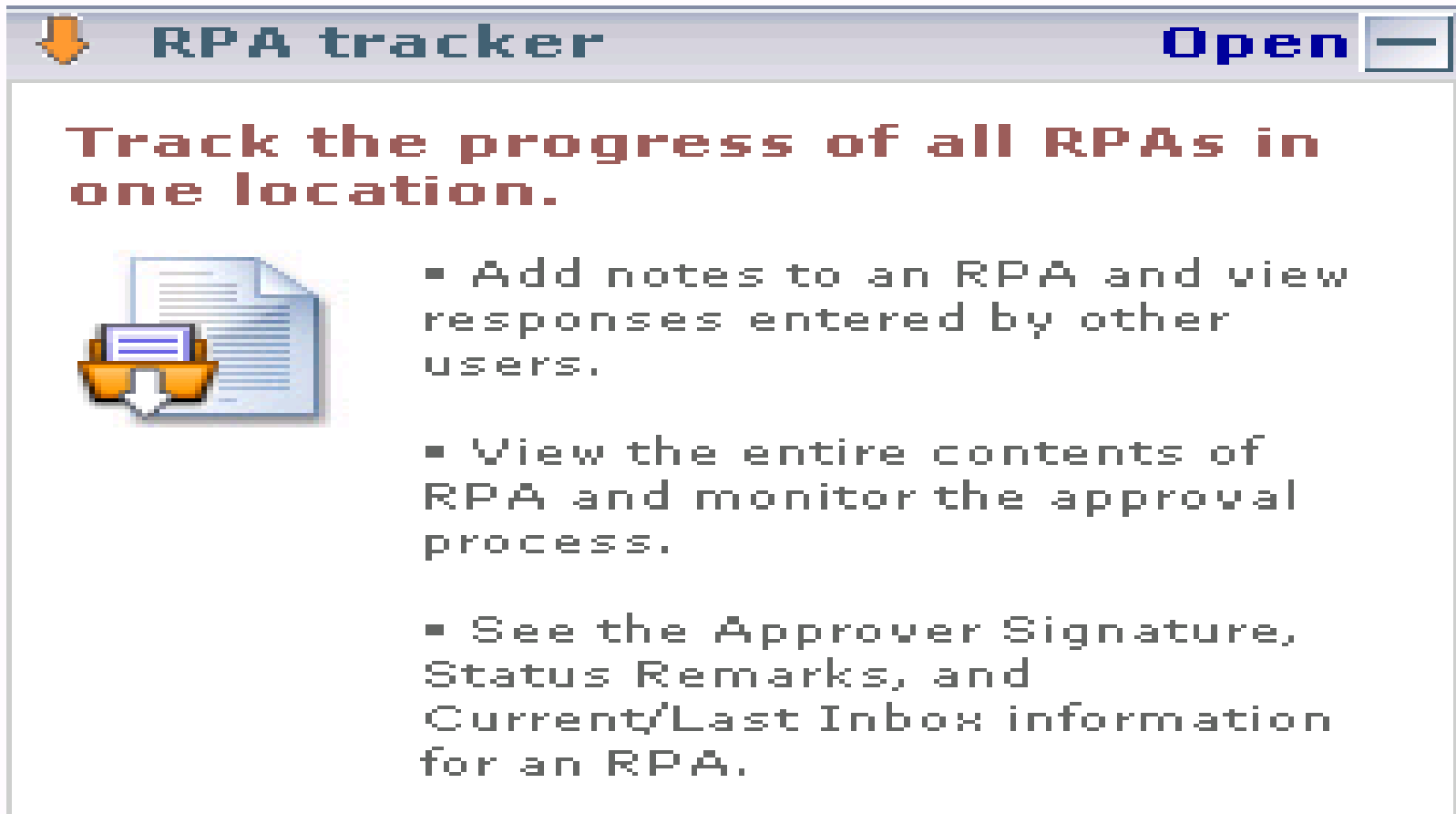
Date	Created by	Note Entry
2004-09-08	Janet M Baker	Sent several email and requests to manager for skills. Have not received as of 9/9/2004. Proceeding with rating without the managers input.
2004-08-02	Janet M Baker	Done input 8/2/04
2004-08-02	COPELAND DENISE	Please post CIVPRO VAB event

RPA Information

- Request Office
- SF50 Preparation
- Status Remarks
- First Action
- Second Action
- From
- To
- Notes
- Employee Data
- Position Data
- Remarks
- Approver Sig
- Current/Last Box
- Coordination
- View All

Trusted sites

## **RPA TRACKER**



## **GATEKEEPER**

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- **Ensure your gatekeeper checklist is complete**
- **Work with the local CPAC to determine the best recruitment strategy**

# GATE KEEPER CHECKLIST

Army Regional Tools - EARTHA\_HENRY - Microsoft Internet Explorer provided by Korea Region CPOC

ART 1.1 Gatekeeper

Part I - Manager

Is POC for this action different than name on RPA? No

Is POC also the Hiring Official? Yes

Please provide fax and email address of the Hiring Official for this action. Kyong.keller@kor.amedd.army.mil FAX 736-3042

Please provide the AKO email address of the Hiring Official for this action. Kyong.lee@u

Recruitment is for a a. Permanent Position

For HELP with the next 6 questions, please click the HELP hyperlink above.

Are you recommending specific recruitment sources or candidates? No

Are you recommending specific recruitment sources or candidates? ☒ Yes ☐ No

Recommendations are:  
VRA,30%, Transfers, Reinstatments

**If you do not recommend a specific Recruitment Source, the Merit Promotion Plan minimum Area of Consideration will be used.**



## **MINIMUM AREA OF CONSIDERATION**

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### **Includes the following:**

- **Non-temporary employees serviced by Korea CPOC**
- **Military Spouse Preference (MSP)**
- **Veterans Employment Opportunity Act (VEOA)**
- **Non-Appropriated Fund Employees (NAF) eligible for interchange**
- **Interagency Career Transitions Assistance Plan (ICTAP)**
- **Internal Department of Army Employees**
- **Family members on Leave Without Pay (LWOP)**

**[https://134.11.61.26/CD8/Publications/USFK/USA%20Reg%20\(USFK\)/ByPub.htm](https://134.11.61.26/CD8/Publications/USFK/USA%20Reg%20(USFK)/ByPub.htm)**

## **WEB BASED REFERRAL**

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- Management receives a referral list via email to AKO account.
- Selection panel criteria
- Selection timeframe
- Electronic return of selections

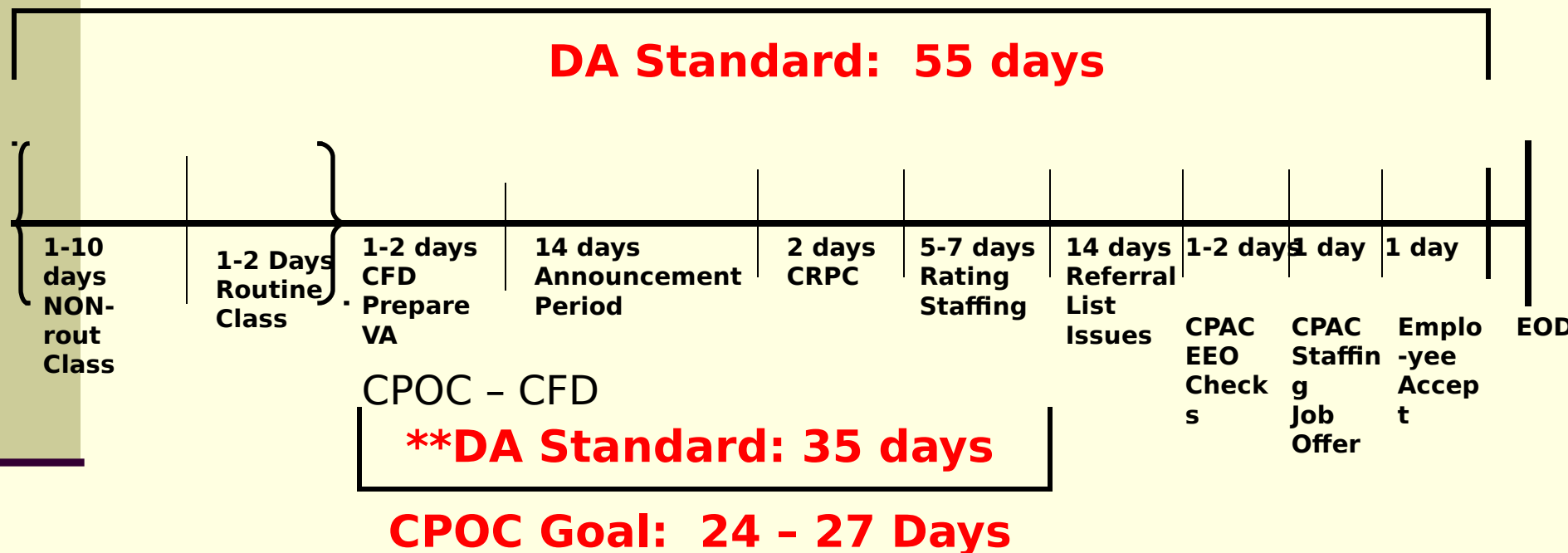
## **PRODUCTION & QUALITY**

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- Announcement posting
- Referral of candidates
- Job offers



# **US PRODUCTION TIMELINE RECRUIT/FILL ACTIONS**



**\*\*Staffing to 1<sup>st</sup> referral.**

# **TECHNICAL SERVICES**

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## **AGENDA**

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- Establishing and maintaining Official Personnel Folders (OPFs)
- Creating and updating electronic records for the Defense Civilian Personnel Data System (DCPDS)
- Working with DFAS to resolve pay issues
- Working with ABC-C to perform data verification
- Processing awards through Auto NOA

## CPOC-DFAS INTERFACE

myPay

[Security](#) | [Privacy Notice](#) | [FAQ](#) | [System Schedule](#) | [System Usage](#) | [Contact Us](#)

Account Access

1. Please Enter LoginID (SSN):

2. Please Enter PIN:

Shortcut to your account:

3. Please Select An Account:

Your Army, Navy, or Air Force Active Duty Pay Account

Your Army, Navy, or Air Force Reserve Component Pay Account

Your Marine Corps Active Duty Pay Account

Your Marine Corps Reserves Pay Account

Your Civilian Pay Account


Your Annuitant Pay Account

Your Military Retiree Pay Account

Your Non-Appropriated Fund Army Civilian Pay Account

Need a New Pin ?

myPay puts you in control



myPay allows you to manage your pay information, leave and earning statements, W-2s and more.  
myPay puts more information and services at your finger tips. Brought to you by DFAS...

Your Financial Partner @ Work

Important Tax Information

W-2 Information

Effective September 17, 2003, all current myPay active/reserve military users and Defense Finance and Accounting Service (DFAS) civilian employees who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic W-2. They may, however, elect to receive a hardcopy W-2. All other Department of Defense (DoD) civilian employees who use MyPay may elect to receive an electronic W-2 in lieu of a hardcopy W-2 through the MyPay system. [Click here for more information.](#)

1099R Information

Effective September 1, 2004, all current myPay military retired users who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic 1099R. They may, however, elect to receive a hardcopy 1099R. [Click here for more information.](#)

Tax statements will be available on myPay as follows:

**\*\*\*The Army, Navy, and Air Force Active Duty W-2 for 2004 is now available.\*\*\***

- Retired 1099R: available online Dec. 13
- Annuitant 1099R: available online Dec. 14
- Air Force, Army, & Navy Reserve W2s: available online Dec. 27
- Civilian W2s: available online Jan. 6
- NAF W-2s: available online Jan. 14
- Air Force, Army, & Navy Active Duty W2s: available online Jan. 14

Popular FAQs

- [How do I get a new PIN?](#)
- [About your Personal Identification Number \(PIN\)](#)
- [LES Display and Delivery](#)
- [Military Thrift Savings Plan \(TSP\)](#)
- [System Availability](#)
- [Assistance/ Customer Support](#)
- [Other FAQs](#)

NOTICE !!!

Members only:

**CRSC Backlog Status Update (Dec. 27, 2004):**  
DFAS continues to process all CRSC payments as quickly as possible. Payments are being made within 60 days in the majority of cases, however some cases require special processing due to their complexity. We have restructured our CRSC support strategy to accommodate more accurate and timely information to our customers through our Customer Support Representatives. If you have specific questions about CRSC payments, please call toll-free 1-800-472-7098 between 8:00-4:30 EST, Monday through Friday (except Federal holidays)  
[CRSC FAQs click here:](#)  
[Concurrent Retirement and Disability Payments \(CRDP\) Update click here:](#)

# ABC-C/CPOC RELATIONSHIPS



Information

Benefits/EBIS

Search

Uniformed Svcs

## Army Benefits Center-Civilian

Information

Benefits/EBIS

Search

Uniformed Svcs

**If your 2005 TSP Catch-Up election was effective on 12/12/04 and you were 49 years of age at the time, you are not able to view your transaction in EBIS. We have coordinated your action with payroll. Please do not make another transaction.**

**Please click [here](#) for more information on how to make your biweekly contribution to TSP Catch-Up. NOTE: You must enter the amount you want deducted per pay period not *annually*!**

**Visit the Uniformed Services section for important information regarding retroactive reimbursement of FEHB premiums while called to active duty!**

**\*ALL employees should read the "Announcements" section first to keep updated on system changes!**

[Announcements](#)

[Open Seasons](#)

[Help](#)

[Navigation Tips](#)

[Site Map](#)

[Contact Webmaster](#) (Technical system questions ONLY)

[ABC-C Telephone Menu](#)

[ABC-C News  
\(November 04\)](#)

[Security & Privacy](#)

[Disclaimer](#)

[Notice & Consent](#)

[Mission and Function](#)

Last updated 04 February 2005 08:36 AM



# TSP ISSUES



**What's New**

## **TSP Headlines**

- IRS Form 1099-R
- TSP Open Seasons Eliminated: July 1, 2005
- Your TSP participant statement — December is available



**Calculators**



**Participant Statements & Highlights**



**Account Access**



**Returns, Share Prices, & Fund Sheets**

**Civilian**

**Uniformed  
Services**

**Special Interests**

**TSP Features**  
**Forms & Publications**  
**Info for TSP Representatives**



The TSP is a retirement savings plan for civilians who are employed by the United States Government and members of the uniformed services. The Federal Retirement Thrift Investment Board, administers the Thrift Savings Plan (TSP). The Web site <http://www.frtib.gov>, provides information about the FRTIB electronic reading room, procurements, and employment opportunities.

## **AUTO NOA**

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- What is it ?
- How does it work?
- Processing Requirement / Management Responsibility:
  - Appraisals must be forwarded, received, and input *prior* to submission of RPA
  - Awards must be forwarded:
    - With the required information annotated
    - To the correct group box.
  - QSIs should not be submitted as one time payment awards

# "MEET THE CPOC"

## AUTO NOA

Oracle Applications - Army Civilian Data Center

File Edit View Folder Tools Window Help

Request for Personnel Action (Quality Increase, Routing Group:NE\_REGION)

Employee SSN Nature of Action

Quality Increase

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title	Number	Seq No
LEAD HUMAN RESOURCES ASSIS	2U009	765326
8 Pay Plan	9 Occ. Code	10 Grade or Level
GS	0203	06
11 Step		
04		
12A Basic Pay		
30,258.00		
12D Other Pay	13 Pay Basis	
	Per Annum	
14 Name and Location of Position's Organization		
DA, Deputy Chief of Staff, G-1		
Civilian Human Resources Agency		
CPOC, Korea Region Office		
Customer Focused Division-A		
APO AP 96218-5746		

**TO INFORMATION**

15 Position Title	Number	Seq No
LEAD HUMAN RESOURCES ASSIS	2U009	765326
16 Pay Plan	17 Occ. Code	18 Grade or Level
GS	0203	06
19 Step or Rate	20 Total Salary	Award UoM
05	\$1,175.00	
20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay
31,175.00	0	31,175.00
20D Other Pay	21 Pay Basis	
	Per Annum	
22 Name and Location of Position's Organization		
DA, Deputy Chief of Staff, G-1		
Civilian Human Resources Agency		
CPOC, Korea Region Office		
Customer Focused Division-A		
APO AP 96218-5746		

History Extra Information Person Position Others...

Record: 1/1 <OSC>

*If the NOA is an 892/QSI the new step is automatically populated on the RPA.*

# "MEET THE CPOC"

## AUTO NOA

Oracle Applications - Army Civilian Data Center

File Edit View Folder Tools Window Help

ORACLE

Request for Personnel Action (Award/One-Time Payment, Routing Group:NE\_REGION)

Employee SSN Nature of Action  
Individual Time Off Award

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
LEAD HUMAN RESOURCES ASSIST 2U009 765326

8 Pay Plan 9 Occ. Code 10 Grade or Level  
GS 0203 06

11 Step or Rate 12 Total Salary  
04 30,258.00

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay  
30,258.00 0 30,258.00

12D Other Pay 13 Pay Basis  
Per Annum

14 Name and Location of Position's Organization  
DA, Deputy Chief of Staff, G-1  
Civilian Human Resources Agency  
CPOC, Korea Region Office  
Customer Focused Division-A  
APO AP 96218-5746

**TO INFORMATION**

15 Position Title Number Seq No  
LEAD HUMAN RESOURCES ASSIST 2U009 765326

16 Pay Plan 17 Occ. Code 18 Grade or Level

19 Step or Rate 20 Total Salary Award UoM  
H

20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay

Amount Percentage  
40

OK

Customer Focused Division-A  
APO AP 96218-5746

History Extra Information Person Pg Others...

Record: 1/1 ... <OSC>

Input the hours of the award here!

**"MEET THE CPOC"**

# AUTO NOA

***This is the only place other than Notepad to put remarks on this RPA.  
Do not place remarks in part F.***

Oracle HR System - AUTO NOA Form

Requesting Office: [Redacted]

Remarks: QSI is granted for period 1 Feb 04 - 31 Jan 05. Award granted by Robinson, Blanche on 15 Feb 05. Performance award signed on 15 Feb and forwarded to the CPOC on 15 Feb 05.

**PART E - Employee Resignation/Retirement**

Reasons for Resignation/Retirement: [Redacted]

Forwarding Address: [Redacted] City: [Redacted] State: [Redacted]

Zip Code: [Redacted] Country: [Redacted]

**PART F - Remarks for SF 50**

Code	Description	Required
[Redacted]	[Redacted]	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>

History Extra Information Person Position Others...

Record: 1/1 <OSC>

# "MEET THE CPOC"

## AUTO NOA

Oracle Applications - Army Civilian Data Center

File Edit View Folder Tools Window Help

Notifications Summary

Request for Personnel Action (Award/One-Time Payment, Routing Group:NE\_REGION)

Change Family Refresh Status **APPROVED**

Requesting **Routing** Remarks and Address

**PART A - Request**

1 Actions Required  
**Award/One-Time Payment**

3 For Additions  
**Lau,Leo E**

5 Action Required  
**Nott,Haekyong**

6 Action Authorized  
**Ciesinski,Davis**

**PART B - For Personnel Action**

1 Last Name  
**[Redacted]**

**FIRST ACTION**

5-A Code 5-  
**840** In

5-C Code 5-  
**[Redacted]**

5-E Code 5-F Legal Authority  
**[Redacted]**

6-E Code 6-F Legal Authority  
**[Redacted]**

**RoutingTo**

- ☒ Select Routing List
- ☐ Select Person
- ☐ Select Groupbox **XYZ-1KO-AWARI**
- ☐ Save and Hold in Personal Inbox
- ☐ Update HR

☐ Print Notification

Printer **[Redacted]**

☐ Interim Approval

☐ Approval

OK Cancel

4 Prop. Eff. Date **ASAP**

Request Date **20-JAN-2005**

Concurrence Date **25-JAN-2005**

Middle Name **[Redacted]**

Effective Date **14-FEB-2005**

of Action **[Redacted]**

Authority **[Redacted]**

History Extra Information Person Position Others...

Record: 1/1 <OSC>

Record: 1/1 <OSC>

# **KN HR PROGRAM**

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**CHONG, HYE TAN**  
**BRANCH CHIEF, KN CFD 47**

## **GOVERNING REGULATIONS**

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- USFK Regulation 690-1, Regulations and Procedures – Korean Nationals
- USFK Regulation 690-118, Qualification Standards for Korean Employees
- USFK Pamphlet 690-500, Classification Guidance and Standard Job Descriptions

**Regulations and forms:**

**<https://www-eusa.korea.army.mil>**

**Publications/FOLA:**

**<https://8tharmy.korea.army.mil>**



## **KN REDUCTION-IN-FORCE (RIF)**

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- KN RIF rules
- Background of KN reductions
- RIF status
- Hiring freeze
- Competitive area
- Employment priority groups
- RIF notices/timeline

# **KN REDUCTION-IN-FORCE RULES**

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- USFK Regulation 690-1, chapter 4
- Labor Management Agreement between USFK and KEU
- USFK policies and guides

## **KN RIF BACKGROUND**

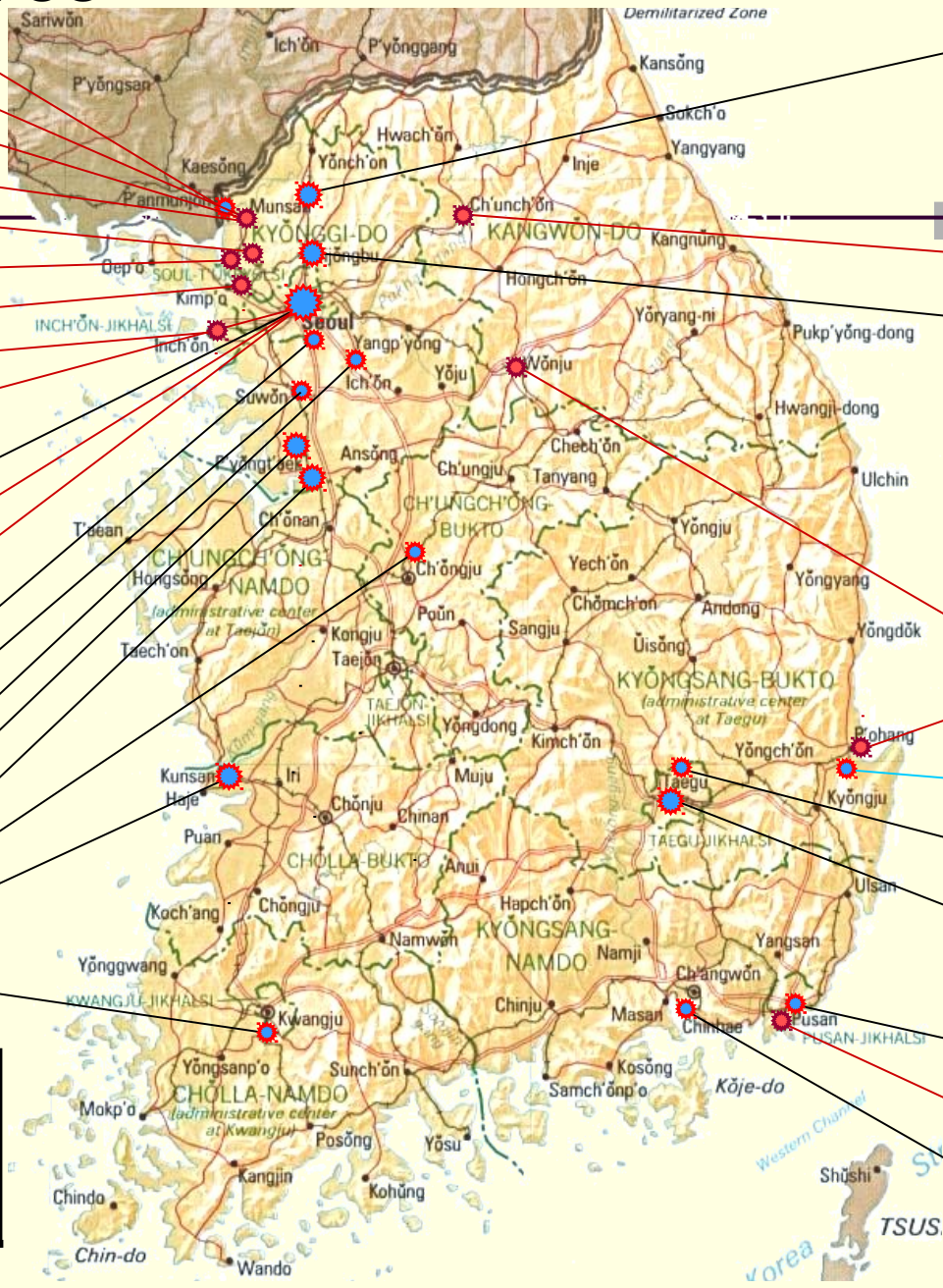
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- Agreement between the US and ROK for the Land Partnership Plan (LPP)
  - Base closures, consolidations, returns
- Agreement concerning Special Measures Act (SMA)
  - 2005 ~ 2006: SMA \$ decreased 8.9%
- Withdrawal of US troops & transformation
  - 12,500 by 2007/2008

# "MEET THE CPOC"

- Cp Bonifas (2004/2004)
- Cp Greaves (2004/2005)
- Cp Garry Owen (2004/2005)
- Cp Giant (2004/2005)
- Cp Stanton (2004/2005)
- Cp Edwards (2004/2005)
- Cp Howze (2004/2005)
- Cp Market (2008)
- Cp Colbern (2007)
- Yongsan
- Cp Kim (2008)
- Cp Gray (2006)
- K-16
- Suwon COB
- Yongin
- Osan AB
- Cp Humphreys
- Chongju COB
- Kunsan AB
- Kwangju COB

- Cp Casey
- Cp Hovey
- Cp Castle (2006)
- Cp Nimble (2005/2006)
- H-220 (2008)
- Cp Page (2005/2005)
- Cp Red Cloud
- Cp Sears (2005/2006)
- Cp Essayons (2008)
- Cp LaGuardia (2005/2006)
- Cp Falling Water (2005/2006)
- Cp Jackson
- Cp Stanley
- Cp Kyle (2008)
- Cp Eagle (2008)
- Cp Long (2008)
- CNFK Pohang (2011)
- Cp Mu Juk
- Cp Carroll
- Cp Walker
- Cp Henry
- Taegu COB
- Kimhae COB
- Cp Hialeah (2006)
- Chinhae



**Legend**  
 Retained  
 Merged  
 Closing (Closure/Return)  
 New

## **KN RIF STATUS - 2004/2005**

---

- Joint Security Area (JSA)
- Camp Page
- Camp Howze
- Camp Bonifas
- Camp Greaves
- Camp Garry Owen
- Camp Giant
- Camp Edwards
- Camp Stanton



## **KN RIF STATUS - 2004/2005**

---

- 2<sup>nd</sup> Infantry Division
- Area I Support Activity
- 1st Signal Brigade
- 8<sup>th</sup> PERSCOM
- Western Corridor
- Commissary, MEDCOM, dining facilities, MWR activities

## **KN RIF STATUS - 2006**

---

- Camp Colbern
- Camp Hialeah
- 52<sup>nd</sup> Aviation
- Warrior Base, Area I
- 728<sup>th</sup> MP Bn
- 23<sup>rd</sup> Area Support Group

## **Hiring Freeze**



- 15 Jul 2004: Hiring Freeze
- 1 Oct 2004: Reappointment Policy Changes
- 1 Oct 2004: Request for Cooperation
- 2 Nov 2004: Modification of Hiring Freeze
- 9 May 2005: USFK–Wide KN Hiring Freeze
- 7 Oct 2005: MOU between CPOC & KSC



## **Competitive Area - EUSA/ HQ,USFK/KORO**

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- Area I:
  - Tongduchon/Yonchon/Uijongbu/Paju/Munsan
  - Chunchon
- Area II: - Seoul/Bupyeong/Kimpo/Songnam
- Area III: - Pyongtaek/Songtan/Osan
  - Suwon/Yongin
  - Wonju/Hoengsong
- Area IV: - Pusan/Masan                      - Taegu/Waegwan
  - Cheju-do                                      - Kunsan/Kwangju

# **Employment Priority Groups**

---

- 1. Mandatory placement** – serviced by KOREA CPOC
- 2. Mandatory placement consideration** – serviced by oth
3. Mandatory restoration
4. Priority consideration
5. Current employees
- 1. Area reemployment priority list**
2. Military spouse and family members
8. Veterans/disabled/widows/  
member of immediate family
9. Other applicants



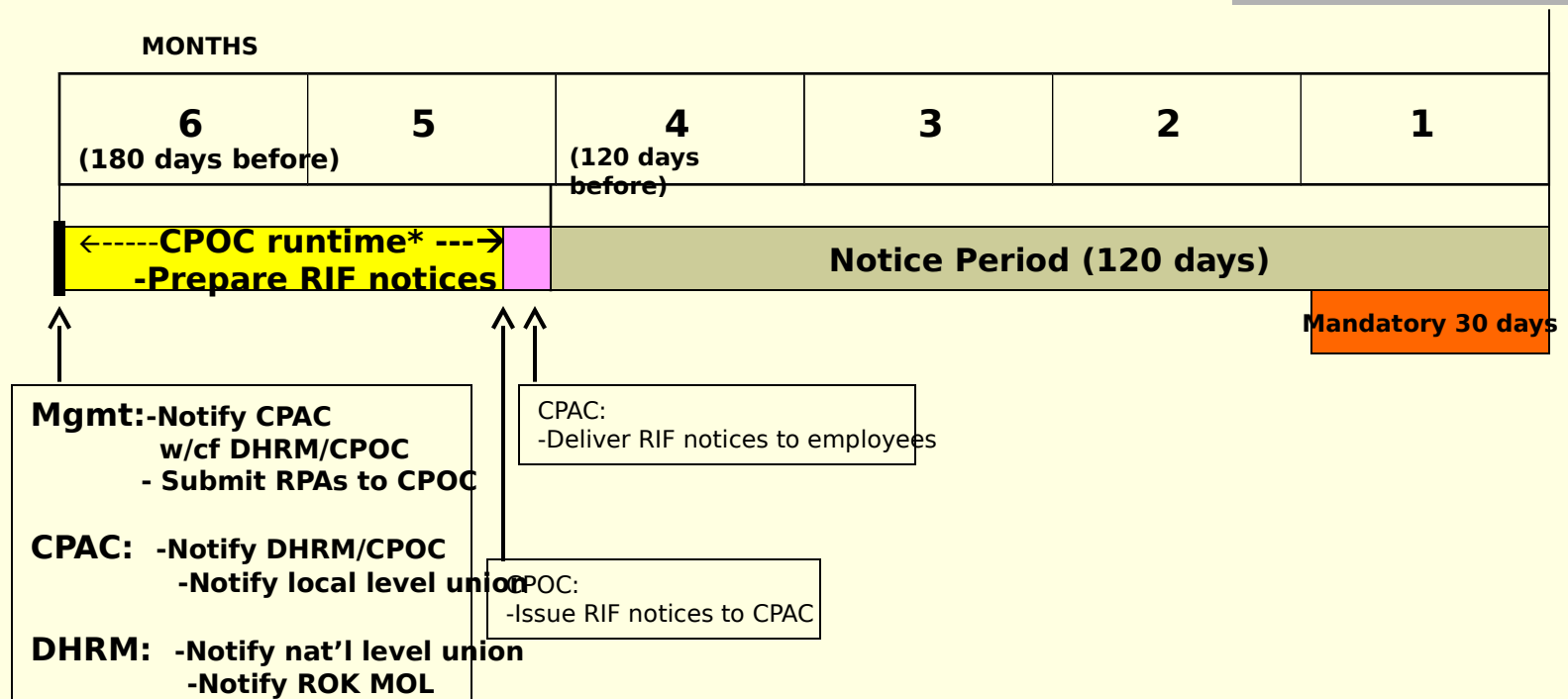
## **KN RIF Notices**

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- Labor Management Agreement: 6 Months
- USFK Regulation 690-1: 120 Days
  - Competing Employees: 30 Days
  - Long-term Temporaries: 14 Days
  - Other Temporaries & Intermittent: 7 Days
- Holiday Period: 20 December – 10 January

# KN RIF Timeline

**RIF Eff Date**



**\*Need more days depend on scale of reductions (numbers of positions abolished)**

REFERENCES:

- USFK Regulation 690-1, Chapter 4
- Labor Management Agreement between USFK and KEU
- Memorandum, EAGA-CP-SES, 20 Mar 2001, sub: Notification of Reduction in Force

## **KN HR UPDATE**

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- Romanizing Korean Employees' Names in English
- USFK Regulation 690-1 Interim Changes



**“MEET THE CPOC”**

# **US CLASSIFICATION PROPONENT**

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**DAVE GERDIS**  
**HR SPECIALIST, CFD<sup>6A</sup>**

# **POSITION CLASSIFICATION REGULATORY BASE**

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## **The Law:**

- Title 5 United States Code (5USC)
  - Chapter 51 – Classification
  - Chapter 53 – Pay Rates and Systems

## **Regulatory Reference:**

- Code of Federal Regulations (5CFR)
  - 5 CFR, Part 511 – Classification under the General Schedule
  - 5 CFR, Part 532 – Prevailing Rate Systems

## **POSITION CLASSIFICATION REGULATORY BASE cont'd**

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- Office of Personnel Management
  - Position classification standards (General Schedule)
  - Job grading standards (Federal Wage System)
  - [www.opm.gov/fedclass](http://www.opm.gov/fedclass)
- Department of Defense
- Department of the Army
- Major Army Command (MACOM)
- Local Guidance



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CPOC”**

# **FEATURES OF THE CLASSIFICATION SYSTEM**

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- Internal equity – equal pay for substantially equal work within the pay system
- External equity – comparability with the private sector for similar types and levels of work (including annual salary or wage surveys)
- Making the pay system work is a balancing act!

## ROLES

## AND RESPONSIBILITIES

Typical CPAC functions

- Delegation of Classification Authority (DCA) training
- Preliminary position classification and position management advisories
- Offering/exploring alternatives for resolving classification complaints

# <sup>"MEET THE CPOC"</sup> CPOC/CPAC POSITION CLASSIFICATION

## ROLES

### AND RESPONSIBILITIES cont'd

---

#### Typical CPOC Functions

- Process position classification actions and administer pay
- Review and determine final action of pay systems, title, series and grade
- Apply new classification standards
- Train CPAC specialists in the classification arena
- Provide advisory determinations as needed

## **DELEGATION OF CLASSIFICATION AUTHORITY**

---

### **A Commander’s assignment of responsibility for the classification of civilian positions**

- Delegated through the supervisory chain
- Assigns classification accountability to managers
- Designed to enhance the personnel management authority of supervisors
- When not exercised by the Commander, this authority **must** be delegated to the CPOC

## **DELEGATION OF CLASSIFICATION AUTHORITY(DCA) cont'd**

---

- The main goal of DCA is to speed up the classification and staffing processes to “Fill Jobs Fast”
- Communication is the key to making DCA work

# **Local National Position Classification**

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## **Regulatory Reference:**

- United States Forces, Korea PAM 690-500 (Position Classification Guidance and Standardized Job Descriptions)
- HQ, Eighth United States Army

## **Classification Authority:**

- Commanders **do not** exercise DCA over Local National positions
- Directorate of Human Resources Management, HQ EUSA – authority to approve/disapprove the upgrade of a variant position

**"MEET THE CPOC"**

# **REGIONAL TRAINING PROGRAM**

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**JOHN ROBBERT  
CHIEF, CHRA HRDD**

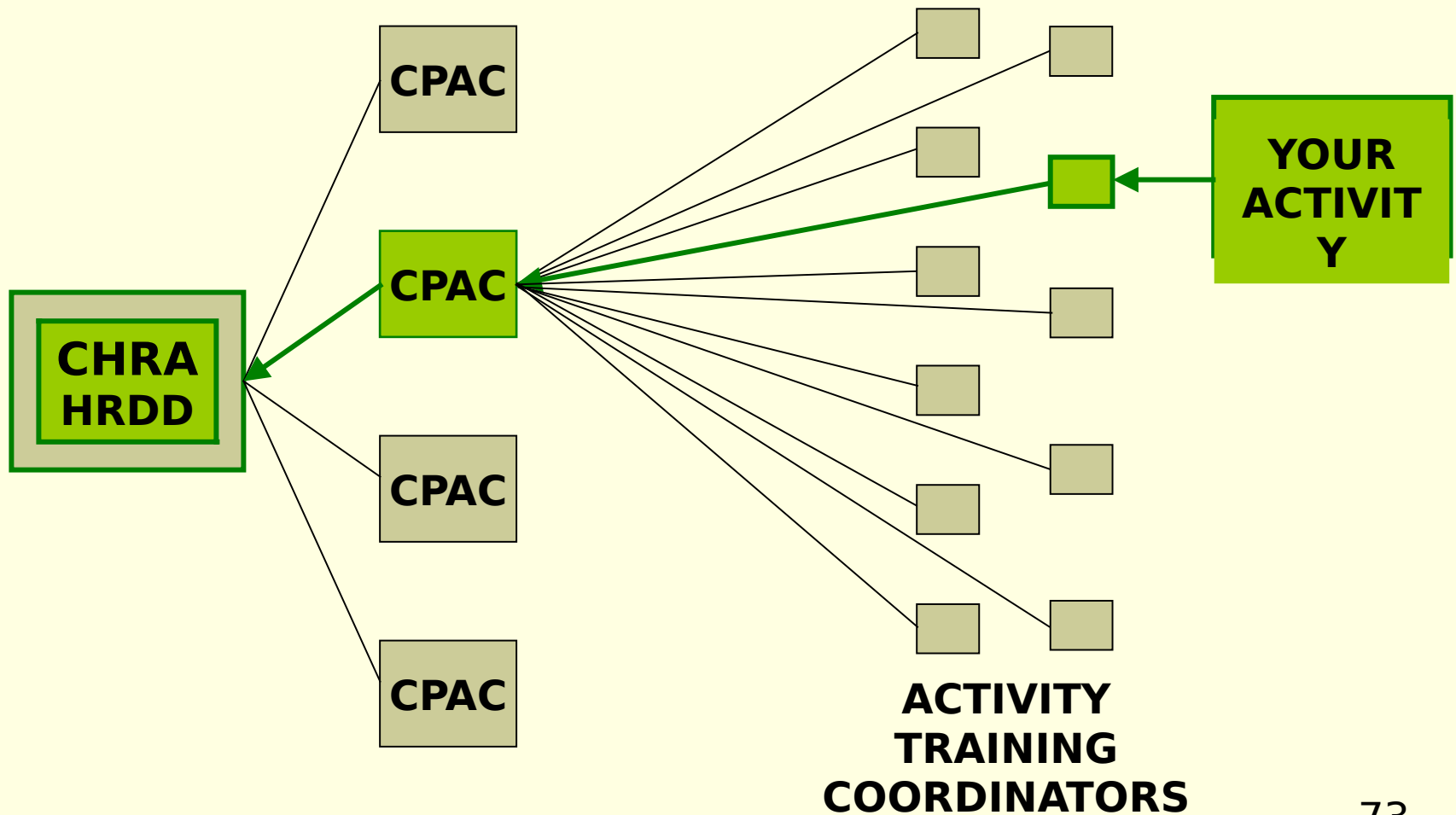
# **CHRA'S HUMAN RESOURCES DEVELOPMENT DIVISION (HRDD)**

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- **STAFF: CHIEF AND 4 SPECIALISTS**
- **LOCATION: CHRA REGIONAL TRAINING CENTER, BLDG. 1208, CAMP HENRY, DAEGU**
- **PHONE: DSN 768-6577**
- **FAX: DSN 768-6582**
- **E-MAIL: [john.robber@korea.army.mil](mailto:john.robber@korea.army.mil)**
- **WEBSITE:  
<http://cpoc-www.korea.army.mil/hrd>**



# **THE REGIONAL TRAINING NETWORK**



## **CHRA HRDD’S REGIONAL TRAINING MISSION**

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To coordinate, facilitate & support  
high-quality, cost-effective civilian  
training in support of the Army’s  
mission Korea-wide

# **HRDD TRAINING PROGRAMS & SERVICES**

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- **Annual Korea-Wide Civilian Training Needs Survey**
- **Fiscal Year (FY) Regional Civilian Training Program Plan**
- **CHRA Regional Training Course Schedule**  
(Courses conducted in Seoul and Daegu)
- **Support Services:**
  - ▶ **Advisory Services** re: training regulations, Army requirements, new technologies, on-line, VTT, and more.
  - ▶ **On-Site Assistance** locating, purchasing & arranging high-quality cost-effective for individual activities.

## THE ANNUAL NEEDS ASSESSMENT PROCESS



### STEP

### TIME

### FRAME

**1. Employee & supervisor complete/update Individual Development Plan (IDP)**

**During annual performance appraisal (times vary)**

INDIVIDUAL DEVELOPMENT PLAN				
<b>INDIVIDUAL DEVELOPMENT PLAN PRIVACY ACT STATEMENT</b> <small>Title 5, U.S. Code, Section 4103, authorizes collection of this information. This information will be used by supervisors, employees and civilian personnel officials to plan and/or schedule training, education and other career development activities. Collection of your Social Security number is authorized by EO937. Furnishing this information on this form, including your social security, is voluntary. If your activity uses the information on this form for purposes other than those indicated above, they will provide you with additional statements reflecting those purposes.</small>				
<b>Section 1: GENERAL INFORMATION</b>				
NAME (First/M/Last):		LAST FOUR OF SSN:		
ORGANIZATION:		PAY PLAN:		
POSITION TITLE:		SERIES:	GRADE/STEP:	
E-MAIL ADDRESS:		WORK PHONE (COM/DSN):		
REMARKS:				
<b>Section 2: EDUCATION</b>				
SOME COLLEGE (Y/N):	NUMBER OF YEARS/CREDITS:		ESTIMATED GRADUATION DATE MAJOR:	
BA/BS:	DATE:		MAJOR:	
MA/MS:	DATE:		MAJOR:	
PHD:	DATE:		MAJOR:	
Other:	DATE:		MAJOR:	
<b>Section 3: CAREER GOALS</b>				
SHORT TERM (1-2 YEARS)				
LONG TERM (3-5 YEARS)				

# THE ANNUAL NEEDS ASSESSMENT PROCESS



**STEP**

**TIME**

**FRAME**

**2. Supervisor completes Consolidated Training Needs**

**March-April**

<b>IDP/TRAINING NEEDS CONSOLIDATION FORM</b>			
<b>ORGANIZATION:</b>		<b>DIV'N/DEPT:</b>	
<b>POC NAME:</b>		<b>DSN:</b>	
<b>POC E-MAIL:</b>		<b>DATE:</b>	
<b>PRIORITY 1: ESSENTIAL FOR MISSION ACCOMPLISHMENT OR PERFORMANCE</b>			
<b>A. DEPT. OF ARMY &amp; OTHER REQUIRED TRAINING FOR SUPERVISORS &amp; MANAGERS</b>			
	<b>COURSE TITLE</b>	<b>DELIVERY</b>	<b>NUMBER REQUIRED</b>
1	Supervisor Development Course (SDC)	On Line	
2	HR for Supervisors	CPAC	
3	Leadership Education and Development (LEAD)	CPAC	
4	Manager Development Course (MDC)	On Line	
5	Sustaining Base Leadership and Management (SBLM) Program	CONUS	
6	Supervisory Development Course for KN Supervisors	CPAC	
7	Intro to <u>Supv</u> for US Military & Civilian Supervisors of KN Employees	CPAC	
8	Military Personnel Management for Civilian Supervisors	CPAC	
9	Civilian Personnel Mgt for Military Supervisors of DAC Employees	CPAC	
10			
<b>B. OTHER REQUIRED &amp; CAREER PROGRAM TRAINING</b>			
	<b>COURSE TITLE</b>	<b>DELIVERY</b>	<b>NUMBER REQUIRED</b>
1	Action Officer Development Course (AODC)	On Line	
2	A-76 Course	Varies	
3	Contracting Officer Representative Course (COP)	On Site	

# THE ANNUAL NEEDS ASSESSMENT PROCESS



IDP/TRAINING NEEDS CONSOLIDATION FORM (CONTINUED – P.2)				
ORGANIZATION:		DIV'N/DEPT:		
PRIORITY 2: HIGHLY RECOMMEND FOR MAXIMUM PROFICIENCY				
A. CAREER ENHANCEMENT FOR MANAGERS AND EXECUTIVES				
	COURSE TITLE	DELIVERY	NUMBER REQUIRED	
1	Organizational Leadership for Executives (OLE)	On-Site		
2	Personnel Management for Executives I (PME I)	CONUS		
3	Personnel Management for Executives II (PME II)	CONUS		
4				
5				
6				
7				
8				
9				
10				
(Add more spaces as needed using "Insert Rows Below")				
B. CAREER ENHANCEMENT FOR SUPERVISORS				
	COURSE TITLE	LANGUAGE Eng or Kox	DELIVERY	NUMBER REQUIRED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
(Add more spaces as needed using "Insert Rows Below")				
C. CAREER ENHANCEMENT FOR EMPLOYEES				
	COURSE TITLE	LANGUAGE Eng or Kox	DELIVERY	NUMBER REQUIRED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
(Add more spaces as needed using "Insert Rows Below")				

1

2

## **THE ANNUAL NEEDS ASSESSMENT PROCESS**

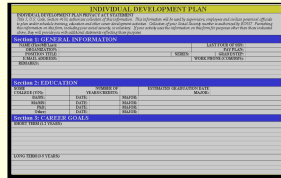


<b>STEP</b>	<b>TIME</b>
<b>FRAME</b> <b>3. Activity heads consolidate input into single report &amp; forward to HRDD via CPAC</b>	<b>May</b>
<b>4. HRDD consolidates input, drafts Korea-wide plan &amp; returns to activities</b>	<b>June</b>
<b>5. Activities approve plan &amp; budget accordingly</b>	<b>July</b>
<b>6. HRDD &amp; CPACs implement approved plan</b>	<b>August-September</b>

“MEET THE CPOC”

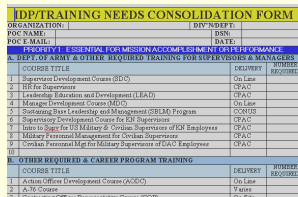
# THREE NEW NEEDS ASSESSMENT PRODUCTS

**NEW!**



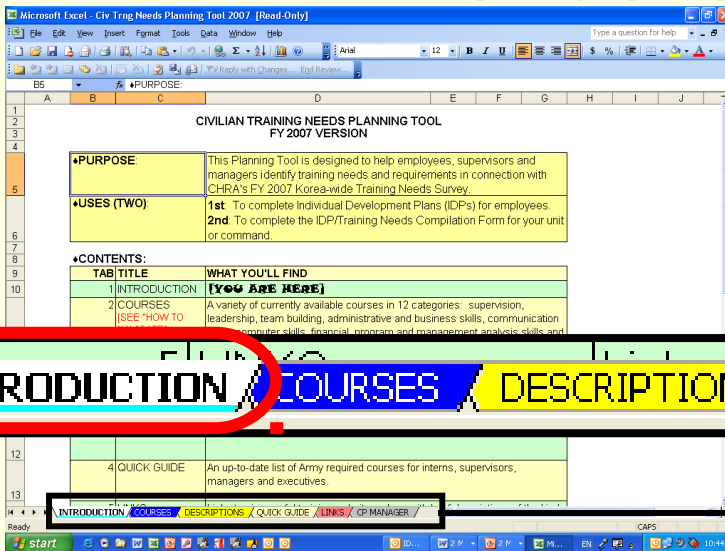
The image shows a screenshot of the Individual Development Plan (IDP) form. It is a structured document with sections for personal information, career goals, and training needs. The form is titled 'INDIVIDUAL DEVELOPMENT PLAN' and includes fields for name, position, and various assessment areas.

1. Individual Development Plan (IDP) form & instructions



The image shows a screenshot of the IDP/Training Needs Consolidation Form. It is a detailed form used for consolidating training needs from multiple IDPs. It includes sections for course titles, descriptions, and other relevant information. The form is titled 'IDP/TRAINING NEEDS CONSOLIDATION FORM'.

2. IDP/Training Needs Consolidation form & instructions



The image shows a screenshot of the Civilian Training Needs Planning Tool, FY 2007 Version. It is a Microsoft Excel spreadsheet used for planning training needs. The spreadsheet includes sections for purpose, uses, contents, and a table of training needs. The title bar indicates it is a 'Read-Only' file. The spreadsheet is titled 'CIVILIAN TRAINING NEEDS PLANNING TOOL FY 2007 VERSION'.

3. Civilian Training Needs Planning Tool, FY 2007 Version

INTRODUCTION

COURSES

DESCRIPTIONS

QUICK GUIDE

LINKS

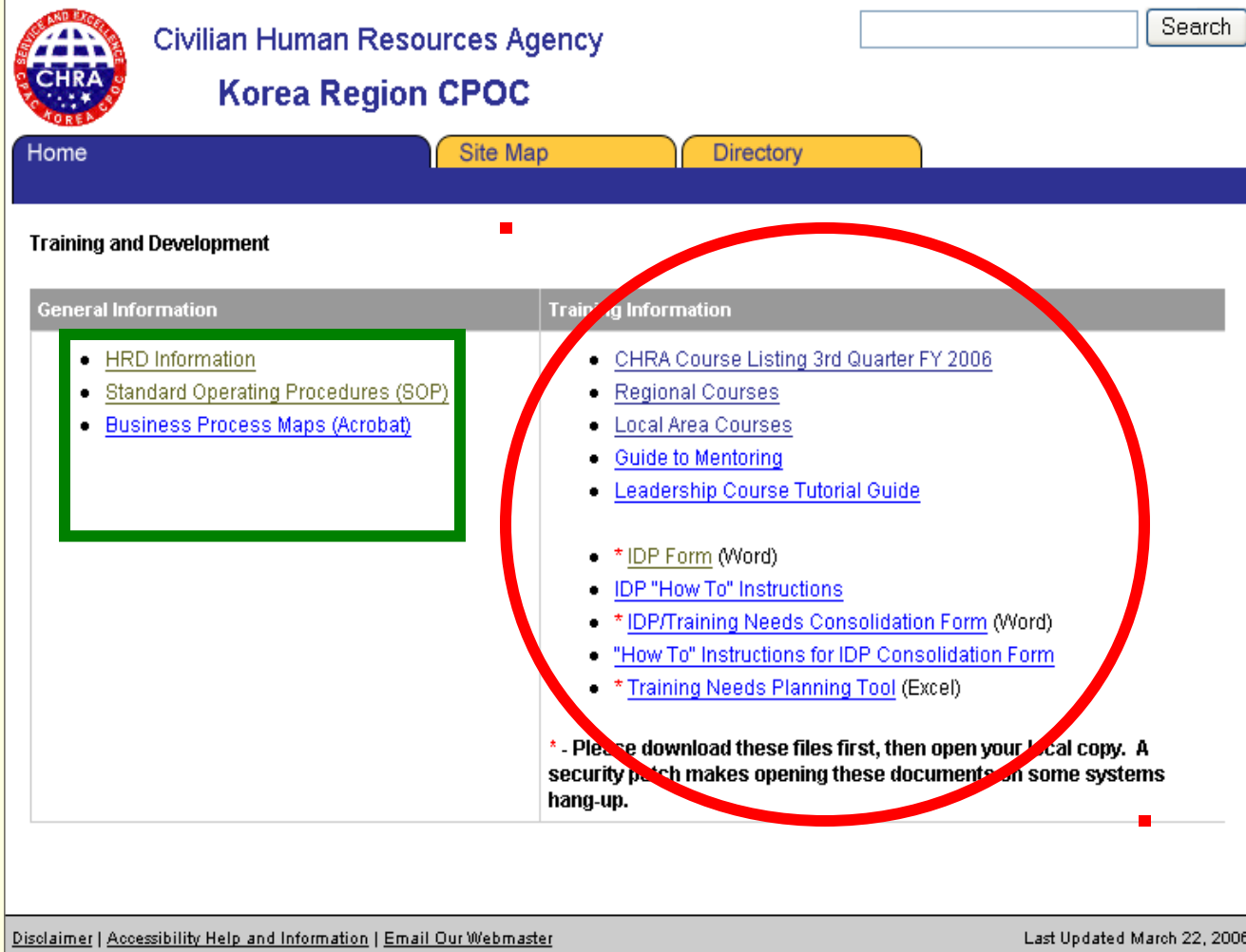
CP MANAGER



## “MEET THE CPOC”

# VISIT CHRA HRDD's WEBSITE:

<http://cpoc-www.korea.army.mil/chra/hrd.htm>



**Civilian Human Resources Agency**  
**Korea Region CPOC**

Home Site Map Directory

**Training and Development**

General Information	Training Information
<ul style="list-style-type: none"><li><a href="#">HRD Information</a></li><li><a href="#">Standard Operating Procedures (SOP)</a></li><li><a href="#">Business Process Maps (Acrobat)</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">CHRA Course Listing 3rd Quarter FY 2006</a></li><li><a href="#">Regional Courses</a></li><li><a href="#">Local Area Courses</a></li><li><a href="#">Guide to Mentoring</a></li><li><a href="#">Leadership Course Tutorial Guide</a></li><li><a href="#">* IDP Form (Word)</a></li><li><a href="#">IDP "How To" Instructions</a></li><li><a href="#">* IDP/Training Needs Consolidation Form (Word)</a></li><li><a href="#">"How To" Instructions for IDP Consolidation Form</a></li><li><a href="#">* Training Needs Planning Tool (Excel)</a></li></ul> <p>* - Please download these files first, then open your local copy. A security patch makes opening these documents on some systems hang-up.</p>

Disclaimer | Accessibility Help and Information | Email Our Webmaster

Last Updated March 22, 2006

**“MEET THE CPOC”**

# **INFORMATION SERVICES**

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**ROBERT E. JOHNSON**  
**CHIEF, ISD**

## **AGENDA**

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- Applying for/closing DCPDS / CSU accounts
- DCPDS user training
- Reporting HR application problems

## **APPLYING FOR/CLOSING DCPDS / CSU**

- System Access ~~Accounts~~ and Authorization Request (SANAR)

- DCPDS user ID request form

- Submit completed forms to CPOC

- Failure to close accounts creates problems

- Forms submission requirements are available on the

CPOC Korea public web site under DCPDS

<http://cpoc-www.korea.army.mil/>

## **DCPDS USER TRAINING**

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- User guides are available on the CPOC Korea public web site under DCPDS.
  
- Area CPAC's provide user training on a regular basis
  - Area I - Ms. Ko, Hyon Suk 732-6047
  - Area II - Ms. Kim, Chong Ok 738-3637
  - Area III - Mr. Kang, Su Won 753-8777
  - Area IV - Ms. Ha, Un Chong 768-6627

## **REPORTING HR APPLICATION PROBLEMS**

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- DCPDS / PORTAL / CSU - Local CPAC PSM
- ANSWER / RESUMIX  
applicanthelp@cpsrxtp.belvoir.army.mil
- DEERS